



UNITED STATES DEPARTMENT OF EDUCATION

WASHINGTON, D.C. 20202-_____

The mission of the Department of Education is to: ensure educational opportunities for all individuals; strengthen Federal support of State and local efforts to meet education needs; encourage increased involvement of parents, students and the general public in Federal education programs; enhance the quality of education through research, information-sharing, and program evaluations; and improve coordination, management, and accountability in the administration of Federal education programs.

The Secretary is responsible for the overall direction, supervision and coordination of all activities related to education in the United States.

We are interested in having interns (student volunteers) work in the following areas within the Office of the Secretary:

Immediate Office of the Secretary

1. Interns will assist the Counselor to the Secretary, performing duties related to development of communication and outreach strategies designed to involve educators and the public in reform activities; in formulating and implementing the Department's strategic plan ensuring that all offices are working toward achieving long-term goals in a structured and organized manner; provide advice to The Secretary of Education on major policy issues; and ensuring the Department is responsive to the seven priority education initiatives in the President's Call to Action. Duties will include: participate in the work of implementation teams, assist staff members working on policy issues and management procedures, assist in responding to inquiries regarding the Department's programs and initiatives, conducting research and analysis as necessary to carrying out various projects and performing other similar duties.
2. Interns assist the Special Advisor to the Secretary whose emphasis is on involving teachers in policy planning in education reform ensuring teachers' voices are heard; serving as a teacher liaison and sharing with them what resources and programs are available to them. The intern would assist in writing speeches for teacher audiences; analyze and summarize results of teacher discussion groups; contact education organizations to solicit information; help with logistics of teacher discussion groups; organize materials for teacher groups; assist in creating and maintaining a database of information; compose responses to correspondence; respond to telephonic public inquiries regarding involvement of teachers in education policy reform; and other general assistance.

3. Interns will assist the Special Assistant to the Counselor to the Secretary in writing scheduling requests dealing with educational related events for President Clinton, Vice President Gore, the First Lady and Mrs. Gore; research and analyze publications that deal with Congressional education and budget activities; attend Congressional hearings that deal with education and write summaries of proceedings; prepare materials for various meetings, including the Education Associations Weekly Outreach Meeting; respond to telephonic and personal inquiries; and perform other related duties.
4. Interns will assist the Director, America Reads Challenge, in responding to requests for information regarding the initiative to ensure that all children can read independently and well by the third grade; serving as a liaison with colleges/universities requesting information on the program; gathering information from various organizations and institutions and conducting research for use in preparing briefing books; researching and analyzing various projects, organizations and programs related to literacy and education and providing summaries of results; and assisting in meeting preparation, preparing briefing materials for the meetings and summarizing results.
5. Interns will assist the White House Liaison Office which performs a number of functions to keep the Secretary and the Department in touch with the White House. Its primary function is to manage the personnel process of the over one hundred fifty presidentially appointed positions in the Department. In addition, the office coordinates events and projects with a variety of White House offices as well as other Cabinet agencies. Interns will assist with all daily office functions and coordinate an archival project to reorganize the office's filing system. Candidates should have a strong work ethic and the ability to work with sensitive information.
6. Interns will assist the Special Assistant for Equity in the Office of the Secretary whose emphasis is on promoting and coordinating equity activities related to race, national origin, gender, disability and age. Interns will assist in activities related to the President's Initiative on Race, the President's Interagency Council on Women, and the Department's Equity Taskforce, particularly its new monthly newsletter, ED PLURIBUS UNUM. Duties will include: participate in the work of implementation teams; assist in responding to inquiries regarding the Department's equity programs and initiatives; coordinate submissions for the newsletter; conduct research and analysis as necessary to carry out various projects; prepare talking points, speeches and briefing materials for meetings; and other related duties.

Office of Public Affairs, Office of the Secretary

1. The intern would fulfill assignments such as assisting in speech writing; reviewing and editing educational publications; researching and drafting position papers, press releases, articles, etc., on a variety of educational issues; and setting up press conferences and briefings for senior officers of the Department of Education.
2. Interns in the Audio/Visual Communications team of the Office of Public Affairs, which provides A/V support for the internal and external communications programs of the Department, will assist with still photography, photo lab operations, video and audio production operations and with Department exhibits and displays. These positions offer valuable "hands-on" for undergraduate students majoring in the field of communications.

The office of Public Affairs will also assign duties to interns in accordance with its functions that relate to the curriculum requirements of specific university or college projects.

Office of the Deputy Secretary

1. Interns will become involved in various areas, e.g., reforming the management of the Department of Education's environmental education; private sector partnerships; teacher preparation programs; Departmental efforts in response to the President's Call for Action, particularly those related to math, reading, technology and quality teacher initiatives. Assignments would include attending meetings and reporting their outcomes; drafting and editing policy papers and memoranda; assist in responding to correspondence; planning meetings and other events; data base projects; coordination of outreach efforts; and general administrative duties.

2. Office of Educational Technology - Interns will assist the Director of the Office of Educational Technology in implementing the educational technology initiatives set forth by President Clinton. The Clinton Administration is fully committed to ensuring that all classrooms are connected to the Internet by the year 2000 and advancing the effective use of technology in the classroom for teaching and learning. Four concrete goals are at the heart of this initiative: (1) to provide all teachers the training and support they need to use technology to help students learn, (2) develop effective and content rich software and on line tools for their use in the classroom; (3) provide access to modern multimedia computers, and (4) connect every school and library to the Internet. Several exciting and substantial opportunities are available for interns wishing to work on the high priority area of educational technology. Responsibilities will include (1) researching various educational technology issues, including analyzing data and reports; (2) attending meetings at the White House and senior level staff at the Department of Education; (3) writing policy papers and materials to be disseminated to the public and specialists in the field; and (4) assisting in writing talking points and speeches that involve educational technology issues.

Office of the Assistant Secretary for Legislation and Congressional Affairs

Interns will be given the opportunity to learn about the Department's legislative and congressional agenda and wide-ranging activities of the Department. Interns will spend the majority of their time on substantive policy-related tasks, however, will also be expected from time to time perform various administrative tasks. Assignments would include covering Congressional hearings and drafting reports for the Assistant Secretary on the substance; assist the Legislative Affairs Staff in following the progress of legislation in Congress of interest to the Department and formulating and developing legislative proposals; assist the Congressional Affairs Staff with their liaison activities with Members of Congress and preparing materials for briefing Senior Officers on the status of legislative proposals; assist in drafting correspondence for the Assistant Secretary's signature and in preparing interim letters to Members of Congress; assist in preparation of reports and briefing materials for the Assistant Secretary and the Secretary of Education; work on special projects; assist the support staff when particularly heavy phone traffic occurs; and assist in the day-to-day operation of the office performing various clerical duties, such as photocopying, assembling various briefing materials or delivering materials to Department officials or Members of Congress and their staffs.

If you have any questions, please do not hesitate to call me on 202-401-7693.

Peggy Chance
Management Analyst



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE SECRETARY

STUDENT VOLUNTEER PROGRAM FACT SHEET

POLICY

It is the policy of the Department of Education (ED) to provide educationally related work assignments for student volunteers. The student volunteer assignments are a means of acquainting students with the mission of ED and assisting them in formulating their future career plans.

CRITERIA FOR PARTICIPATION

The Student Volunteer:

- Must have permission of the institution at which he/she is enrolled to participate in the program.
- Must be enrolled not less than half-time in a course of study related to the work to be performed.
- Must be currently attending a high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution.
- Recognizes that the services performed will not be compensated by the agency.
- Must be willing to sign a written document of agreement between ED and the student and his/her educational institution outlining the responsibilities of each.

STUDENT ELIGIBILITY AND STATUS

- Students must be at least 16 years of age.
- Students are not Federal employees, but their services may be creditable as experience under examination rating schedules.

Page 2 – Student Volunteer Fact Sheet

- Students are covered under Government provisions for compensation for work injuries and relating to tort claims.

Students are neither covered by nor entitled to:

1) annual or sick leave; 2) life or health insurance; 3) retirement benefits;
4) compensation for travel; or 5) credit for service computation date.

- Students are not required to be U.S. citizens

APPLICATION PROCEDURES

Student Volunteer appointments are not-to-exceed one year and the working hours are agreed upon by the student and the supervisor. The Supervisor will provide the student with a copy of the Statement of Duties which will explain the duties to be performed.

In order to participate in this program, the student must complete the following documents:

- Current Resume
- Signed Student Volunteer Agreement (Section 1, 11, and III must be completed.)

These forms may be submitted to:

Department of Education
Office of the Secretary
Executive Management Staff
400 Maryland Ave., S.W., Room 7C125
Washington, D.C. 20202-0110
Attn: Peggy Chance

Any further questions may be directed to Ms. Chance on (202) 401-7693.

U.S. DEPARTMENT OF EDUCATION PERSONNEL MANUAL INSTRUCTION	PMI_____
	DATE_____
	APPROVED:
	_____ Director of Personnel

SUBJECT: Accepting Student Volunteer Service

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
I. Authority	1
II. Policy	1
III. Applicability	1
IV. Definitions	1
V. Responsibilities	2
VI. Student Eligibility and Status	3
VII. Using Student Volunteer Services	4
VIII. Termination of Volunteer Services	5
IX. Documentation of Service	5
X. Awards and Recognition	7
XI. General Requirement	7

Appendix - Student Volunteer Service Agreement

PMI 308-2

I. AUTHORITY

The contents of this Instruction conform to and, as appropriate, should be used in conjunction with the requirements of Title 5, United States Code (U.S.C.), Section 3111; Title 5, Code of Federal Regulations (CFR), Part 308; and Federal Personnel Manual (FPM), Chapter 308, Subchapter 7.

II. POLICY

It is the policy of the Department of Education (ED) to provide educationally related work assignments for student volunteers. The acceptance of student volunteer services is a means of acquainting students with the mission of ED and assisting them in formulating their future career plans.

III. APPLICABILITY

- A. This Instruction applies to the acceptance of volunteer services from students.
- B. This Instruction does not apply to the acceptance of services from other individuals who serve without compensation, including the employment of consultants or experts.

IV. DEFINITIONS

- A. Volunteer Service is service performed by a student with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experiences for such students. Such service is to be uncompensated and will not be used to displace an employee or to staff a position which is part of the agency's workforce.

PMI 308-2

- B. Student Volunteer or Student is a person enrolled not less than half time (FPM 308, Subchapter 7) in a course of study in a recognized educational institution, who has been accepted for volunteer service. Such a person may be regarded as a student during an interim between school years if the interim is not more

than five (5) months and the student demonstrates a bona fide intention of continuing a course of study during the school term immediately following the interim.

- C. Recognized Educational Institution is a high school, trade school, technical or vocational institute, junior college, college, university, or other accredited educational institution.
- D. Volunteer Service Agreement is a written document of agreement between ED and the educational institution outlining the responsibilities of each. The agreement is not effective or binding until reviewed, signed, and dated by the Chief, Staffing Operations or his/her designee at Headquarters or the applicable Regional Personnel Officer or his/her designee.

V. RESPONSIBILITIES

- A. Division Directors or higher officials are responsible for determining when student volunteers can be effectively used in their respective organizations; for developing work assignments and selecting the student; for entering into agreements with educational institutions for the acceptance of the student; and for monitoring and evaluating their use.
- B. The head of each component in the Department's regional / field locations, is responsible for the determinations, agreements, and evaluations set forth in paragraph A above with respect to the acceptance and use of student volunteers in their respective organizations.
- C. The Servicing Personnel Offices are responsible for assuring that the required documentation for student volunteers is complete and in accordance with the applicable rules and regulations for authorizing student volunteer personnel actions, and for documenting student volunteer services specified in this Instruction. They are also responsible for obtaining the approval of the Chief, Staffing Operations or his/her designee at Headquarters or the applicable Regional Personnel Officer or his/her designee.

PMI 308-2

- D. The Executive Officer of the organizational component to which the student is assigned is responsible for preparing all student volunteer documents for the requesting office.

VI. STUDENT ELIGIBILITY AND STATUS

A. Age

Volunteer service will be in accordance with the appropriate Federal, State, and local laws and standards on using the services of minors. Students may not be employed under this program unless they have reached their 16th birthday.

B. Status

1. Student volunteers are not Federal employees, but their services may be creditable as experience under examination rating schedules. They are considered employees of the federal government only for the purpose of:
 - a. The provisions of 5 U.S.C. 8101, relating to compensation for work injuries; and
 - b. The provisions of 28 U.S.C. 2671-2680, relating to tort claims.
2. Student volunteers are neither covered by nor entitled to:
 - a. Annual or sick leave.
 - b. Life or Health Insurance.
 - c. Retirement benefits.
 - d. Compensation, travel, subsistence expenses, quarters and any other reimbursement or payment in kind.
 - e. Credit for service computation date.

PMI 308-2

3. Student volunteers are not subject to the following requirements for employment:

- a. U.S. Citizenship – Participants in this program are not required to be U.S. Citizens.
- b. Restrictions related to employment of sons or daughters of Federal employees.

VII. Using Student Volunteer Services

Volunteer services of groups of students or of an individual student may be accepted upon written agreement between an authorized ED official and a recognized educational institution. See the Appendix for the format for this agreement. The agreement must be approved by the Chief, Staffing Operations or his/her designee at Headquarters or the applicable Regional Personnel Officer or his/her designee, before the student reports for work. Guidelines for using student volunteer services are given below.

A. Nature of Assignments

- 1. For students above the high school level, work must be relevant to the course of study being pursued by the student volunteer and must satisfy requirements of the educational institution in which the student is enrolled.
- 2. The work must make a contribution to the mission of the Department.

B. Limitation on Assignments

- 1. Impact on regular work force – Students will not be used when they (1) displace any employee, (2) reduce the opportunities for paid employment of employees, or (3) conflict with established paid student employment programs.
- 2. Access to Confidential Information – Generally, students will not have access to confidential records and documents.

3. Hours of Work – Students’ hours of work should normally be scheduled during the basic administrative work week.
4. Hazardous Duty – Students will not be assigned to dangerous or hazardous duty.

VIII. TERMINATION OF VOLUNTEER SERVICES

A student volunteer’s service may be terminated at any time by ED, the student, or the educational institution. Notice of an ED-initiated termination of a volunteer’s services should normally be furnished to the student and to his/her educational institution at least two weeks before the effective date of the termination. The Executive Officer of the organization to which the student is assigned is responsible for furnishing this notice explaining the circumstances of the termination.

IX. DOCUMENTATION OF SERVICE

Student volunteers provide service to the Department under the authority of 5 U.S.C. 3111. Entrance on duty and separations must be documented on SF-50 (Notification of Personnel Action) in accordance with FRM Chapter 308, Subchapter 7. An official Personnel Folder shall be established which will contain the student volunteer’s resume, the Student Volunteer Service Agreement, a statement of the service to be performed, and copies of the entrance on duty and separation SF-50s.

A. Documents Required From Requesting Office

1. SF-52s for both entrance on duty and termination are to be completed in accordance with this Instruction, and the following:
 - a. Duration of the assignment will be shown as “not to exceed” one year, or the end of the requested period, whichever is earlier.
 - b. Proposed effective date should be the date shown on the Student Volunteer Service Agreement (see Appendix). The effective date need not be at the beginning of a pay period.

PMI 308-2

2. Statement of services to be performed.

3. Certification by the student's supervisor that volunteer services will not displace any employees.
4. Copy of Volunteer Service Agreement.
5. Resume prepared by Student Volunteer.

B. Documents Prepared by the Personnel Office

1. SF-50 – Notification of Personnel Action

a. Student Volunteer Appointment

SF-50 must carry the remark: "Under 5 U.S.C. 3111, a Student Volunteer is not a Federal employee for any purpose other than injury compensation and laws related to the Tort Claims Act. Service is not creditable for leave accrual, retirement or other employee benefits."

b. Termination

Include under Item 30 "Remarks" total days of service rendered between appointment and separation dates.

Copies of SF-50 should not be forwarded to the Office of Personnel Management nor should data be furnished on student volunteers to the Central Personnel Data File (CPDF).

PMI 308-2

2. Official Personnel Folder (OPF) *

The following shall be filed on the right side:

- a. Copies of entrance on duty and termination SF-50s
- b. Resume from student volunteer
- c. Copy of Volunteer Service Agreement

* When volunteer services are terminated, the OPF should be sent to the National Personnel Records Center, in accordance with the instructions in FPM 296-33.

B. Records Maintained By Requesting Office

1. Attendance Records

A “Flexible Schedule Certification Form”, will be used for keeping attendance records. The form should be accurately maintained so that it can be used to provide length of service documentation required on the volunteer’s termination SF-50, and to provide such information to the student’s educational institution where required.

X. AWARDS AND RECOGNITION

Officials authorized to accept volunteer services may recognize the contributions made by volunteers. Cash awards may not be given, but certificates of accomplishment or similar forms of recognition would be appropriate.

XI. GENERAL REQUIREMENT

All actions taken under this and related Instructions shall be exercised in accordance with applicable statutory, regulatory, policy, procedural and program requirements, including any applicable collective bargaining agreement.

APPENDIX B

**U.S. DEPARTMENT OF EDUCATION
STUDENT VOLUNTEER SERVICE AGREEMENT**

Section I – Assignment Data

1. Student's Name:
2. Academic Discipline, if Applicable:
3. Educational Institution:
4. Academic Level:
5. Statement of Duties: Attached
6. Assignment Location:
7. Proposed Length of Service:
8. Proposed Tour of Duty:

Section II – Education Institution Agreement

I certify that (Name of student) is a student enrolled not less than half-time and is in good academic standing. The duties to be performed and scheduled hours of work are approved as appropriate for the course of study or training that he/she is pursuing. The student (will/will not) be given academic credit for the volunteer service.

I understand that a record of the student's attendance and an evaluation of his/her performance will be provided to this institution when the volunteer service is completed.

 Signature of Approving Official

 Date

 Title

 Educational Institution

Section III – Volunteer Student Agreement

I have read the attached statement of duties and agree to perform the assignment as described in that statement.

I understand that:

I am to receive no pay or other compensation for services rendered;

I am not considered to be a federal employee for any purpose other than for purposes of the Federal Tort Claims provisions published in 28 U.S.C. 2671 through compensation for injuries sustained during the performance of work assignments;

I am to conduct myself with honesty and integrity in the performance of my duties;

I am to consciously safeguard government business which is not for public information;

This agreement may be terminated at any time by myself, my educational institution, or the Department of Education; and

A record of my attendance and an evaluation of my performance will be provided to me and my educational institution when my work assignment is completed.

Signature of Student

Date

Section IV – Division Director's and/or Supervisor's Agreement

Supervision of the student volunteer will be provided and a record of attendance and a written evaluation of the student's performance will be provided to the student and the educational institution at the end of the assignment.

I certify that the volunteer services to be performed by the student, as outlined in this Volunteer Service Agreement, will not displace any employee.

Signature of Division Director / Supervisor

Date

Section V – U.S. Department of Education Agreement

The U.S. Department of Education agrees to accept the volunteer service described in Section I.

Signature of Approving Official*

Date

*Customer Service Team Leader or Designee

Attachment: Statement of Duties